

**CITY OF TAKOMA PARK, MARYLAND  
(ADOPTED 1/10/05)**

**WORKSESSION  
OF THE CITY COUNCIL**

**Tuesday, April 20, 2004**

**OFFICIALS PRESENT:**

Mayor Porter

Assistant City Clerk Carpenter

Councilmember Austin-Lane

Councilmember Elrich

Councilmember Mizeur

Councilmember Seamens

Councilmember Williams

**ABSENT:**

Councilmember Barry

The Council convened at 7:40 p.m. in Rooms 1 & 2 of the Municipal Building, 7500 Maple Avenue, Takoma Park, Maryland.

**WORKSESSION**

**1. City Manager Interview Process.**

The City Council met with Jim Mercer, Management Consultant, and members of the City Manager Selection Committee to discuss the final selection and interview process for the new City Manager. The following Committee members were present: Andy Keleman, Catherine Tunis, Robert Lanza, Dan Robinson, Mary Carter Williams, Nancy Cohen and Juanita Lorenz.

As a result of the Worksession discussions, the following conclusions were drawn:

- Mr. Mercer will immediately begin background checks (which will take 8 to 10 days) and poll candidates on scheduling.

- On April 23<sup>rd</sup>, the Council will receive information (including information from the Selection Committee) on all 18 candidates and the Committee recommendations.

- At 6:00 pm on Monday the 26<sup>th</sup>, the Council will meet to select five finalists. Mr. Mercer is to join the discussion via conference call.

- During the period of May 11-14, candidates will visit and interview. There will be no more than two conducted each day.

- On May 15<sup>th</sup>, the Council will meet with the Selection Committee at 3:00 p.m. Following this meeting, the Council will meet in Closed Session to make the final decision.

- In preparation for the interviews, the Council will seek input from the Selection Committee and from Departmental Heads in the form of comments and interview questions for the final candidates.

## **ADJOURNMENT**

The meeting adjourned at 10:40 p.m.